

The U.S. Department of Education, Office of Vocational and Adult Education, offers Standards-in-Action (SIA) training to states in order to support the effective implementation of content standards in adult education programs. SIA training is available via the four Literacy Information and Communication System (LINCS) Regional Professional Development Centers (RPDCs). This document provides some organizational and venue-specific logistics to consider when planning for SIA training in your state or region. Contact your state's LINCS RPDC for additional information: http://lincs.ed.gov/lincs/regionalresources/regional_centers.html

What is the Standards-in-Action Training Program?

SIA provides professional development activities and resources that focus on building teachers' understanding of standards and translating standards into curriculum and instruction. The purpose of the SIA activities and materials is to help state and local programs deliver professional development to instructors on organizing curriculum around state standards and using curriculum, instruction, and assessments to help students achieve at high levels.

SIA is a *train-the-trainer* program. Training activities include four, two-day training institutes that provide hands-on experience and strategies for professional development for instructors who will use the SIA tools and processes to implement standards. The train-the-trainer materials and activities — and the four training institutes — fall into four categories:

Four training institutes (two days each):

1. **Building instructors' understanding of the standards being taught;**
2. **Translating the standards into curriculum;**
3. **Aligning student assignments to standards;** and
4. **Assessing the extent to which instructors are teaching to the standards and using effective instruction.**

The SIA training and materials will enable your state to offer training to other programs and instructors after the end of your LINCS SIA training. Your training will be structured to allow time between each institute for participants to use the training materials with instructors in their local programs. Within those intervals, your state will receive technical assistance from your LINCS SIA trainer via conference calls and email.

The entire training can be delivered over a 12-month period, though this may vary depending on your state's interests and needs. Your LINCS SIA trainer can help you plan the appropriate amount of time to allow.

What is Required of States and Programs?

1. States interested in SIA training will commit to supporting the effort by covering the costs of the venue (appropriate space and audio/visual equipment), in-state travel for participants, materials (binders for all four institutes), and teachers' professional development per state policy (provide stipends, cover substitutes' time, provide continuing education credits or hours).
2. States will secure commitments from the program directors and/or instructional leaders who will receive training (a maximum of 30 training participants), and then implement SIA with their instructors on the local program level.
3. Technology: States will need a laptop computer, projector, and screen for all four training units. Your LINCS trainer will provide PowerPoint presentations for each institute and for an orientation webinar. Providing a flash drive for each participant is recommended. In Unit 4 only, states will need to provide internet access with connection speed sufficient for streaming video and computer speakers. (Alternatively, the videos may be downloaded to the presentation laptop prior to the training event.)
4. Office supplies: Flip chart, post-it notes, and large three-ring binder to collect the standards-based resources generated through the training (one per program).
5. Content standards in a single content area (standards may be in draft form). Choose one content area as your state's focus for the four-unit course of training activities. Each training participant will need a copy of the standards (hard and electronic copies).
6. Copies of the SIA handouts (one for each participant) found in each unit's appendix. The SIA guide and videos (for Unit 4) are located at:
<http://www.adultedcontentstandards.ed.gov/standardsInAction.asp>
7. One hard copy of the 140-page SIA guide for each training participant.

Each of the four SIA instructional units includes a similar set of features:

- Background and Purpose (presents the origin and rationale for each innovation)
- Overview (previews what each unit covers, the basic steps, and the expected outcomes)
- Materials (lists the resources needed to implement the innovation)
- Timeframe to Complete the Process (suggests the approximate amount of time needed to prepare for and implement each innovation)
- Directions for Implementation (provides guidelines and details the steps needed to implement each innovation)
- Reflections (frames questions to reflect on and discuss the unit's activities)
- References (lists resources used to develop each of the four units)
- Appendices (includes the charts, templates, examples, and other resource materials that guide the use of each innovation)

Estimated Cost of Technical Assistance Provided to State by LINCS*

The LINCS RPDCs will cover the approved trainer’s travel, preparation and presentation time, including an orientation webinar for administrators and leaders, and technical assistance between institutes. A breakdown of the estimated costs appears below.

Trainer activity	Hours	Cost
Orientation Webinar (facilitation plus preparation)	3	
Facilitating 4 two-day institutes	64	
Travel to and from 4 institutes	48	
Trainer preparation for 4 institutes	16	
Telecommunications with state/programs in between institutes	>36	
Total	167	\$16,700.00

* The cost of up to 167 hours of trainer time is charged at the rate of \$100.00 per hour, for a total of \$16,700.

For more information about bringing SIA training to your state, please contact your state’s LINCS RPDC: http://lincs.ed.gov/lincs/regionalresources/regional_centers.html

Contact your LINCS RPDC Director to inquire about SIA training. The LINCS Project Directors will work with states to share the costs of the Institutes. As an estimate, LINCS will cover the cost of bringing the expert trainers to the Institutes and distance coaching during regional meetings. States are requested to coordinate logistics and support material costs. For more information: http://lincs.ed.gov/lincs/regionalresources/regional_centers.html



The Literacy Information and Communication System Standards-in-Action fact sheet was jointly developed by the LINCS Regional Professional Development Centers (CFDA# 84-191B), Kratos (ED-VAE-11-C-0048) and the U.S. Department of Education, Office of Vocational and Adult Education. The opinions expressed herein do not necessarily represent the positions or policies of the U.S. Department of Education, and no official endorsement by the U.S. Department of Education should be inferred. This document is in the public domain and may be reproduced without permission.